

Nimi Finnigan

Office Hours or Use Google Voice Number to get in touch with me. Zoom meetings are also possible

Mon/Wed (10:45-11:00 am & 12:15-2:20 pm) & Tues/Thurs (12:15-1:00 pm)

Friday (9:30 am-11:30 am)

Google Voice Cellphone: (806) – 341 – 9122

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Course Website: Blackboard

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## ENGLISH 1301

### Section

601\*606\*152

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## Composition I

*Dear Students, Please Note: The course schedule/calendar is subject to change. The instructor will notify the class of any changes within a sufficient time frame. **It is the student's responsibility to take note of the changes.***

### COURSE DESCRIPTION

This course is an intensive study and practice of the composition process from invention and researching to drafting, revising, and editing, both individually and collaboratively. The curriculum includes the teaching of effective rhetorical modes as well as audience, purpose, arrangement, style, and collateral readings. The instructional focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

**Prerequisites:** Students must be TSI-complete or waived in both writing and reading.

**Credit: 3 Lecture: 3 Lab: 0**

### COURSE CURRICULUM OBJECTIVES ADDRESSED

- Communications skills—to include effective written, oral and visual communication
- Critical thinking skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Teamwork—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

### STUDENT LEARNING OUTCOMES: Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Exhibit logic, unity, development, and coherence to create essays.
3. Develop ideas with appropriate support and attribution.
4. Write in a style appropriate to audience and purpose.
5. Read, reflect, and respond critically to a variety of texts.
6. Use edited American English, with an emphasis on correct grammar, punctuation, spelling, and mechanics, in academic essays.
7. Write a minimum of six 500-word essay.

### STUDENT LEARNING OUTCOMES ASSESSMENT

A writing assignment graded by a rubric will be used to determine the extent of improvement that the students have gained during the semester.

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## COURSE EVALUATION

Students will complete the following assignments:

Exemplification Essay

Descriptive Essay

Revised Descriptive Essay

Persuasive Essay

Bibliography Project & Bibliography Paragraph Review

Portfolio Project

Homework Writing Assignments/quizzes

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## COURSE MATERIALS

### *REQUIRED TEXTBOOKS & SUPPLIES*

- Langan, John. *College Writing Skills with Readings*. 10<sup>th</sup> edition. You already have access to this online through Blackboard. The fee for the textbook was included in your tuition for the course, so you already paid for it. How to access this textbook will be explained in your class. **Note: This textbook is required for dual-credit ENGL 1301 courses:**
- ISBN for physical textbook: 9781260030228
- ISBN for ebook: 9781264302758
- A comprehensive dictionary or collegiate dictionary (such as *The American Heritage Dictionary* or *Merriam Webster Collegiate Dictionary*).
- A notebook to write in
- Access to a computer with internet access and a printer

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## DETAILED COURSE REQUIREMENTS

### BIBLIOGRAPHY PROJECT

- Students will write a bibliography according to MLA guidelines
- Students will also write a short review essay on the process of collecting the sources, identifying the sources, and properly structuring the bibliography according to MLA guidelines

### IN-CLASS WRITING ASSIGNMENTS & HOMEWORK

- Students will complete several in-class writing assignments/quizzes and/or outlines as well as homework paragraphs in order to practice the skills required for their official paragraphs/essay
- Several of these assignments will be completed on Blackboard.
- Writing prompts will be provided.

### ESSAYS

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- Students will complete 3 essays: an exemplification essay, descriptive essay, persuasive essay.
- The essays will involve a draft version of each essay and peer review activities before submitting an official version of the essay.

### REVISION PROCESS

- Draft of Essays will be peer reviewed for revision.
- Each individual will complete an evaluation sheet for their peer as part of the peer review process.

### FINAL PORTFOLIO

- Students will turn in a writing portfolio which includes:
  - A well-written and thoroughly structured reflection essay on the evolution of their reading/writing skills throughout the semester.
  - An evaluation of their grammar errors and the grammar areas where they have improved.
  - Essay Package
    - Initial Version of Essay
    - Workshop suggestions for Revision
    - Revised Version of Essay
    - Persuasive Essay
  - Two new paragraphs from extra writing prompts list
  - Additional prompts may be provided by the instructor

### PARTICIPATION GRADE (extra-credit/extra-tokens)

- Students who actively participate in the course and who complete additional writing assignments may receive an additional tokens (see Specification Grading explanation below). It is up to the discretion of the instructor.
- Additional opportunities to earn tokens may be suggested throughout the semester. The number of additional tokens earned remains at the discretion of the instructor.

### SPECIFICATION GRADING

This course relies on specifications-based grading. Specifications grading, or “Specs” grading, involves the following:

- Overall course grade depends on completed assignment bundles where each bundle has a set of assignments. In other words, for an A in the course, you need to complete all assignments in the A bundle. For a B grade, you need to complete all of the assignments in the B bundle, same thing for C and D grades. In order to receive the grade, all assignment need to be completed on a satisfactory level.
- All assignments in the course are graded on a satisfactory/not satisfactory basis.
- If you receive a not satisfactory comment, you will have the opportunity to revise the assignment a second time for improvement. Each assignment redo will be worth one token. Not all assignments will receive this option.

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- At the beginning of the semester, all students start out with three tokens. In other words, should you wish to redo an assignment that received an “unsatisfactory “grade, you will use one of your tokens. You only have three tokens so use them wisely. Throughout the semester, there may be opportunities to earn extra tokens.
- If you want a higher grade in the course, you simply complete more assignments at the satisfactory level in the higher-grade bundle.
- Make sure to consult the hand-out on Specs Grading below.

## COURSE BUNDLES

For a more detailed breakdown of each bundle, you are welcome to review the excel spreadsheet in our Blackboard course. This excel spreadsheet will also be reviewed and discussed in at the beginning of our course.

## QUICK OVERVIEW OF GRADE BUNDLES:

TO EARN:	DO ALL OF THE FOLLOWING
GRADE OF A	<ul style="list-style-type: none"><li>○ Syllabus Quiz</li><li>○ All process homework assignments</li><li>○ All draft of essays: exemplification, description, persuasive</li><li>○ All essays: exemplification, description, persuasive</li><li>○ Portfolio</li><li>○ Have a maximum of 3 absences</li></ul>
GRADE OF B	<ul style="list-style-type: none"><li>○ Syllabus Quiz</li><li>○ Most process homework (except for Brainology, Mary Jane assignments)</li><li>○ Most draft of essays (except for the draft of the persuasive essay)</li><li>○ Have a maximum of 4 absences</li></ul>
GRADE OF C	<ul style="list-style-type: none"><li>○ Syllabus Quiz</li><li>○ Most process homework (except for Altered States, Brainology, Mary Jane assignments)</li><li>○ Most draft of essays (except for draft 2 of exemplification essay, the draft of the persuasive essay and some additional assignments).</li><li>○ Have a maximum of 4 absences</li></ul>
GRADE OF D	<ul style="list-style-type: none"><li>○ Syllabus Quiz</li><li>○ Most process homework (except for Altered States, Brainology, Mary Jane assignments and additional assignments listed on Blackboard)</li><li>○ Most draft of essays (except for draft 2 of exemplification essay, the draft of the persuasive essay and some additional assignments).</li><li>○ Have a maximum of 5 absences</li></ul>
GRADE OF F	This grade is given if all of the requirements for a D (above) are not met

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## COURSE POLICIES

### SIGNING UP FOR REMIND

All students need to sign up for Remind (through Remind.com) which will send class updates/notifications directly to your phone. Instructions will be given in class on how to register for the notifications. This will keep you updated on any changes to the class schedule and/or location, reading list, and any class cancellations.

### GRADING TIME FRAMES

When your assignments are evaluated, you will have them back and a grade will appear on Blackboard. **Please do not inquire as to whether or not your papers/exams are graded.** Guideline for a typical grading time frame: 14-17 days from **the date of submission if submitted on time**, but this is not always a guarantee.

Make sure that you understand the specification grading process (described above). Given that you will have detailed specifications/expectations for each assignment, **once the assignment is graded, there will be a minimum amount of written commentary, but you are welcome to set up a conference with me any time during office hours for more in-depth feedback.**

### LATE WORK

While I do accept late work, any **assignments submitted after the due date will not be prioritized at all for grading.** Late assignment grades may be returned to you by the end of the semester. Moreover, late work will not receive any commentary.

**Please note: last day to submit late assignments is April 20th & Portfolios cannot be submitted late since they are part of the Final Exam Process.**

**Late Portfolios will receive a grade of unsatisfactory and a token cannot be used to redo the portfolio. Portfolio must be completed and turned in on time.**

When the time comes, make sure that you familiarize yourself with the Grading Contract Form located in Blackboard and reviewed within our course.

### ATTENDANCE POLICY

- In face-to-face classes, role is taken every day. In online asynchronous classes, your timely completion and submission of our assignments counts as you being present in the course, so make a point to log into your Blackboard account and email at least on a weekly basis (if not daily). Any missed activity stands as non-attendance and will adversely impact your overall grade for the course.
- Reasons for missing assignments need to be discussed with instructor, and ultimately, student's grade is at the discretion of the instructor.

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### CLASSROOM BEHAVIOR

- Face-to-Face students: The use of any electronic device is prohibited in class unless the student requires electronic media in order to perform academically. If student uses either cell phone, laptop, or other electronic media (i.e. ipod, media player, pagers) instructor reserves the right to require that the student leave the classroom. In that event, the student is automatically considered absent, thus his/her assignment is considered not turned in for that class period.
- Online students: during our peer-to-peer reviews, make sure to be kind and respectful with your commentary.

### VISITING DURING OFFICE HOURS: PREFERRED METHOD OF CONTACT.

Students are encouraged to come see me in my office or call me during the hours listed above. Those hours are reserved for answering your questions & concerns, so please do feel invited to stop in and voice any questions or concerns.

I also **prefer** meeting and visiting with students in person or via zoom instead of email. If you can't make my office hours, let's try and arrange for an appointment at another time that works for both of us.

### Important Note about Office Hours and/or Appointments with Instructor:

These meetings are important for both you and I, but most importantly for you. There are times when I may be running late. Please be patient. If we made an appointment, I will always honor that appointment.

If I can't make it, there will be an announcement on the course website and an email sent to you. For face-to-face encounters, there will be an announcement posted on my door if I can't make our in-person meeting. I will also send out a notification to you through Remind.

### EMAIL CORRESPONDENCE:

Keep in mind that this is **not** my preferred method of contact. I prefer visiting together in-person, via zoom, or a phone call to my office number or Google Voice number.

If you need to contact me via email, you may do so at my primary email address at South Plains Email.

- Netiquette: I expect students to use professional language and tone in all communications with me, including in emails. To this end, emails should clearly **identify who the sender is, what course they are taking, present proper grammar, include salutations**, and should be void of vernacular turn of phrases or "texting" expressions.
- Emails that do not follow proper netiquette will most likely not be answered.
- Given that I prefer face-to-face interactions, students are encouraged to come and speak to me after class.
- Students are responsible for checking their South Plains email regularly.
- **Please make sure that your email includes your full name and section number and/or class meeting times.** I teach several sections and that information will allow me identify your account more quickly.
- Students can also get in touch with me via Course Messages on Blackboard.
- Please wait between 24-48 hours before expecting a response to your submitted email.

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ACADEMIC INTEGRITY AND PLAGIARISM

**Plagiarism and Cheating:** Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy may result in an F for the assignment and an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Using Artificial Intelligence websites or apps to generate all or part of a paper or other assignment;
2. Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
5. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, texting, internet, Quizlet, etc.) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

**For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit:**

<https://www.southplainscollege.edu/syllabusstatements/>.

Note: **The instructor reserves the right to modify the course syllabus and policies**, as well as notify students of any changes, at any point during the semester.

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**SYLLABUS AS CONTRACT:**

**HIGHLIGHT POINTS**

**Blackboard.** Please note that Blackboard is used for this course.

**Email.** You **must use your South Plains Email** account for the course. This is not accessed through Blackboard. There will be a demonstration on how to access your South Plains email on the first day of class. All electronic communication will be through your South Plains email.

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**Sign up for Remind** @Remind.com. This is an integral tool for the course. I will send out announcements such as class cancellations, due dates, change of schedule via Remind. If you do not sign up for it, you understand that you are still responsible for the material/announcement included in the message.

**Netiquette.** Please send emails that are written appropriately, correctly punctuated and free of grammar errors. Respect proper conventions when sending out emails. This shows respect.

**Responsibility.** This is a college course. You are responsible for your actions, for the level of effort you put into the course, and for your performance.

**Assignments.** Paragraphs/Essays/Exams are typically graded within 14-17 days from date of submission, but this is not a guarantee. There is no need to inquire about your assignment until 14-17 days have passed from the date of on-time submission.

**Grade.** Make sure that you understand how you will be graded in this course and how the grading system works, particularly that you understand the requirements of specification grading.

**Textbook.** It is your responsibility to have the proper edition of the textbook. If you choose to use another textbook, it is your responsibility to figure out how you are going to complete your assignments. **(If you are signed up for Inclusive Access, this clause about textbooks does not apply to you as your textbook fee was included in your tuition fee for the course)**

**Participation Grade.** Doing additional work/more exercises than the ones assigned is encouraged and will definitely help your progress in the course; however, this does not entitle you to more participation points or tokens. The rules for tokens are outlined above in our syllabus.

**Covid-19 Policies.** Make sure that you understand and are willing to follow the course and SPC's rules/requirements regarding any issues related to covid-19.

An email to me (through Course Message) with the sentence at the bottom included signifies that you have read and agree with all of the points/elements in the syllabus as well as outlined in the Highlight Points. Turning this email in through Course Messages on Blackboard counts as participation.

I have read and agree to abide by all of the policies outlined/discussed in the syllabus for this course.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Complete Section number or the Day & Time of class: \_\_\_\_\_